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24 May 1978

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MEMORANDUM FOR: Office of the DCI
Office of the DDCI
General Counsel
Legislative Counsel
Inspector General
Comptroller
Executive Secretary
Chief, Audit Staff
✓ Director, Equal Employment Opportunity
Director of Public Affairs

FROM:

STAT Member
Senior Secretarial Career Service Panel -
E Career Service

SUBJECT:

Special Criteria for Secretaries/Clericals -
E Career Service

1. As you know, the Senior Secretarial Career Service Panel has been set up to perform a career management function for senior secretaries and clericals at grade GS-08 and above. The Panel is in the process of drafting guidelines for fulfilling its responsibilities. One of the functions of the Panel will be to rank all secretarial/clerical personnel in the E Career Service in terms of position vacancies and make recommendations to office heads for filling positions at the GS-08 level and above. In order to make appropriate recommendations, the Panel needs to know what specialized criteria exists in the various E Career Service offices for secretarial/clerical personnel. In other words, what special qualifications, if any, must secretarial/clerical personnel assigned to the various offices have.

2. I would appreciate it if you would forward to me by COB 30 May any specialized criteria (i.e., skills, etc.) you feel secretaries/

clericals assigned to your office must have. Such specialized criteria will be discussed by the Panel on 31 May.



STAT